

Class Title: Facilities Manager-NE	Salary Grade: 29	Salary Range: 3354-5368
Class Code: 62696	EEO Code: 7	

**SUMMARY:** Under the direct supervision of the Assistant Director of Fiscal Services, oversees all facility needs for the Comptroller of the Treasury. The Facilities Manager works closely with lessors of the properties as well as Department of General Services to facilitate the maintenance needs of the properties as well as the real estate needs.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. The facility manager is responsible for managing all leases for the Comptroller's Office.
2. Supervises facilities staff to ensure effective and efficient processing of all maintenance, reconfiguration, and project requests.
3. Works in coordination with DGS/STREAM to identify deficiencies for improvement, program space needs analysis, develop budgets and coordinate the relocation of Comptroller staff to meet agency needs.
4. Responsible for resolving complex problems associated with time sensitive schedules.
5. Maintains effective working relationships with others by responding to inquiries or requests from other staff, resolving conflicts immediately and cooperating fully with others to meet Comptroller's Office objectives.
6. Maintains close contact with supervisor as to progress, problems, and plans that impact operations.
7. Provides direction and leadership in working with staff to ensure the high quality delivery of services.
8. Responds in emergency situations and assists in the management of the Floor Warden and Floor Representatives Programs.
9. Implements follow up action to ensure problems are adequately addressed and resolved.
10. Utilizes a working understanding of Title VI, TOSHA, and TN State Fire Code standards and requirements.
11. Sets priorities on work to be completed so that more urgent and important tasks are given immediate attention.
12. Generates recommendations based on need of blueprint review, furniture, equipment etc.
13. Generates and implements a comprehensive safety and health plan to safeguard staff.
14. Works directly with Comptroller staff to coordinate improvement needs and works to vet projects with DGS/STREAM so that they are adequately programmed and funded.
15. Assists the fiscal office in conducting the annual asset inventory process.
16. Coordinates building access card change requests.
17. Completes building incident reports.
18. Schedules, maintains and prepares the video conference room.
19. Assists the Information Technology office to annually develop and/or update the Business Continuity Plan and assists with implementation in the case of an emergency.

**Knowledge, Skills and Abilities**

The Facilities Manager-NE shall have knowledge of facilities and maintenance, skill in management and leadership, skill in efficient and effective project management, analytical skills that support tactical and strategic decision making, effective and personable communication skills, exceptional and proactive customer service, skills in organizing facility operations effectively and efficiently to meet business objectives, integrity in all duties, and a commitment to the mission of the organization.

**EDUCATION/EXPERIENCE:** Graduation from an accredited college or university with a bachelor's degree and 2 years of related experience. Other combinations of education and experience, if evaluated as equivalent, may qualify an applicant for consideration.

**Necessary Special Qualifications:** None

**To submit resume, please email: [HR.Comptroller@cot.tn.gov](mailto:HR.Comptroller@cot.tn.gov)**

**Amber Crawford  
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